DART User's Manual

Version 2.0

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Version control

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1 What is DART?

It is often necessary for a group of possibly non co-located stakeholders to collaboratively assess and ultimately prioritize project risks. Unfortunately this tends to be a rather cumbersome task that worsens sharply with increasing numbers of stakeholders. Risk assessment becomes nearly impossible when stakeholders are not all in the same place at the same time. The Distributed Assessment of Risks Tool (DART) is a means to aid risk assessment efforts by providing a web based interface for gathering stakeholder assessments (probability of loss, magnitude of loss, rationale, mitigation approaches), aggregate results, generate a top-n risk list, and track re-assessments (e.g. risk exposure increase or decrease).

The purpose of this tool is to provide a means to address these issues with respect to project risk assessment and tracking. The tool provides an easy to use interface for project stakeholders to continuously perform and monitor top-n risk assessments. This includes acquiring risk exposure (probability of loss and size of loss) estimates from distributed stakeholders, reporting current risk assessments and priorities, gathering risk mitigation and impact information, and graphing risk exposure changes. The information can be easily exported and imported to external tools such as Excel in text based CSV format.

2 How Do I Get Started With DART?

The User's Guide will provide you with step-by-step instructions on all of DART's features supplemented by screen-shots.

DART can be accessed by entering the following URL into Microsoft Internet Explorer version 5+. The homepage is shown in Figure 1.

http://mugu.usc.edu:8080/dart/jsp/ProjectListPage.jsp

Your DART System Administrator will provide you with a project name, team project manager login name, and password for you to start using DART. Your designated team project manager can create individual accounts for team stakeholders, so they can use DART's risk assessment features. DART can only be used after your login name and password have been validated.

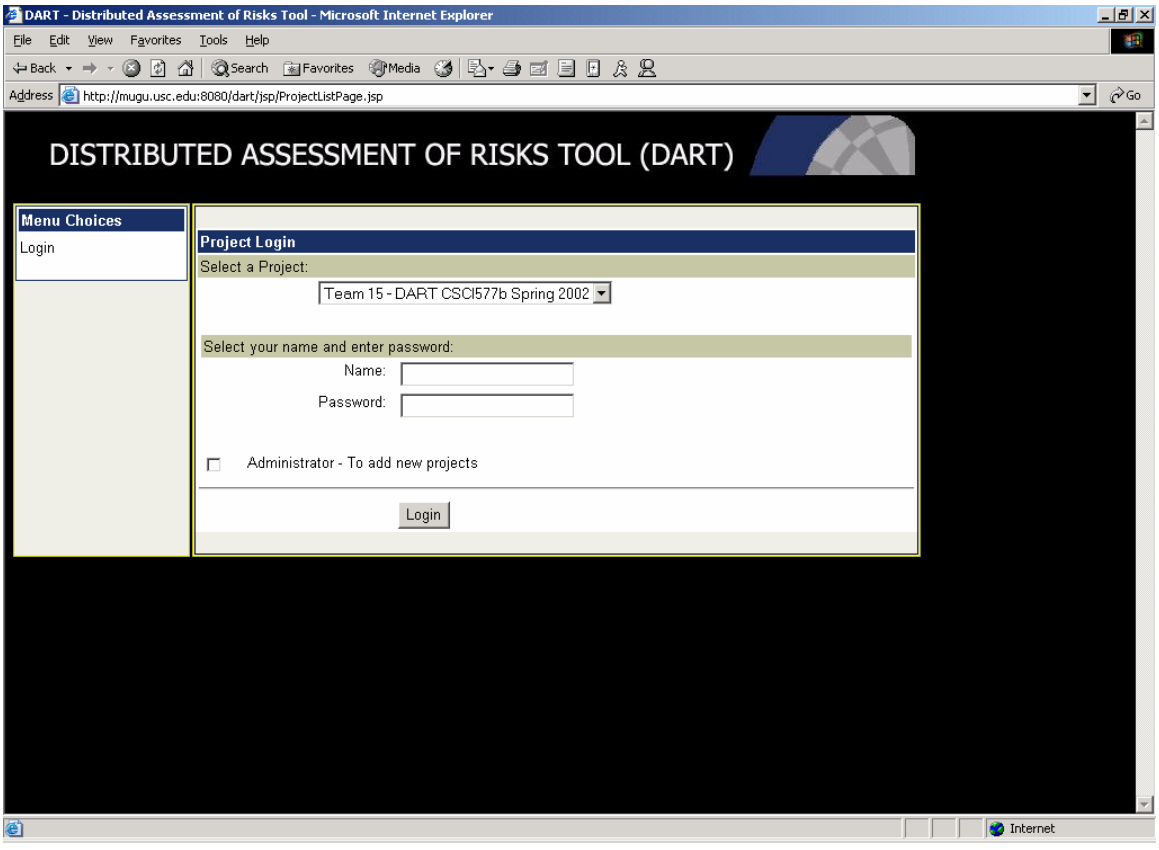

Figure 1 – DART Homepage

3 Login

The DART system has two user modes: regular user and manager. A regular user can only vote on risks, view assessment results, and export vote data in CSV format. In manager mode, the manager of the team can update and modify project information, import CSV data, close the voting session, cast and view assessment results.

3.1 Logging In – The First Time

If this is the first time logging into the system, the manager of the project will need to log in first to set up project stakeholders and risk items. This is shown in Figure 2.

Procedure

To log in for the first time, do the following:

1. Select your project from the "**Select a Project**" drop-down menu.
2. Enter the team manager's login name and password.
3. Click "**Login**".

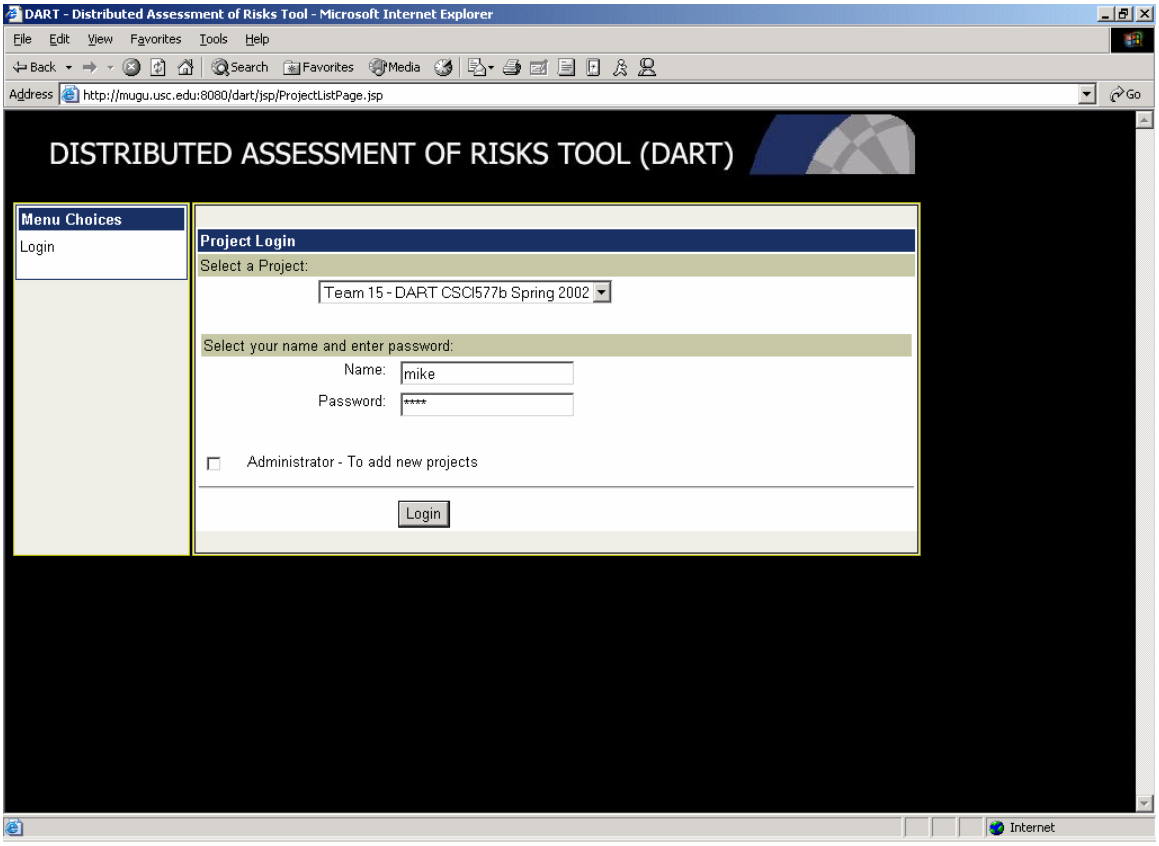

Figure 2 – Logging Into DART the First Time - Step1

Upon successful validation of the supplied manager login name and password, DART will display the project manager's interface for your team's project as shown in Figure 3. The project manager will be able to modify project information such as:

- Edit Project Name and Description
- Add/Edit/Delete Risks
- Enter Risk Mitigation Plan
- Add/Edit/Delete Stakeholders
- Import CSV
- Close Voting Period

These features will be explained in later sections of the User's Guide.

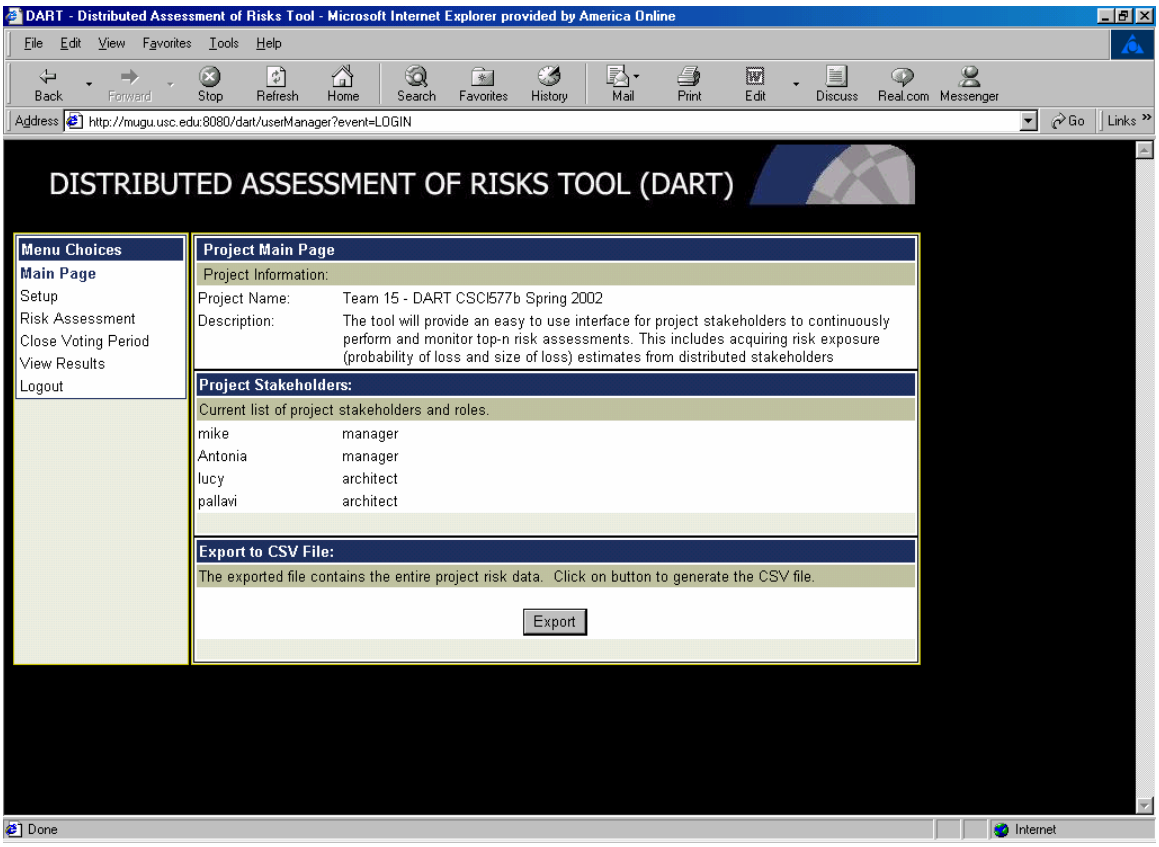
DART - Distributed Assessment of Risks Tool - Microsoft Internet Explorer provided by America Online
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Real.com Messenger
Address http://mugu.usc.edu:8080/dart/userManager?event=LOGIN
Go Links
DISTRIBUTED ASSESSMENT OF RISKS TOOL (DART)
Menu Choices
Main Page
Setup
Risk Assessment
Close Voting Period
View Results
Logout
Project Main Page
Project Information:
Project Name: Team 15 - DART CSCI577b Spring 2002
Description: The tool will provide an easy to use interface for project stakeholders to continuously perform and monitor top-n risk assessments. This includes acquiring risk exposure (probability of loss and size of loss) estimates from distributed stakeholders
Project Stakeholders:
Current list of project stakeholders and roles.
mike manager
Antonia manager
lucy architect
pallavi architect
Export to CSV File:
The exported file contains the entire project risk data. Click on button to generate the CSV file.
Export
Done
Internet

Figure 3 – Logging Into DART the First Time – Step 2

NOTE

- The DART System Administrator will provide the initial project name and description.
- A project can have more than one designated manager.

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4 Project Setup

Your designated project manager can use DART's Setup pages to modify the project's name, project's description, add/edit/delete project risks and stakeholders, as well as import CSV data by clicking on the "Setup" link on the left side of the screen.

4.1 Project Setup

Procedure

To modify the project name and/or description, do the following:

1. Click on the "**Project Setup**" link on the left-hand navigation bar.
2. Proceed to modify the project name and/or project description text field(s) as shown in Figure 4.
3. Click on the "**Update**" button to save.

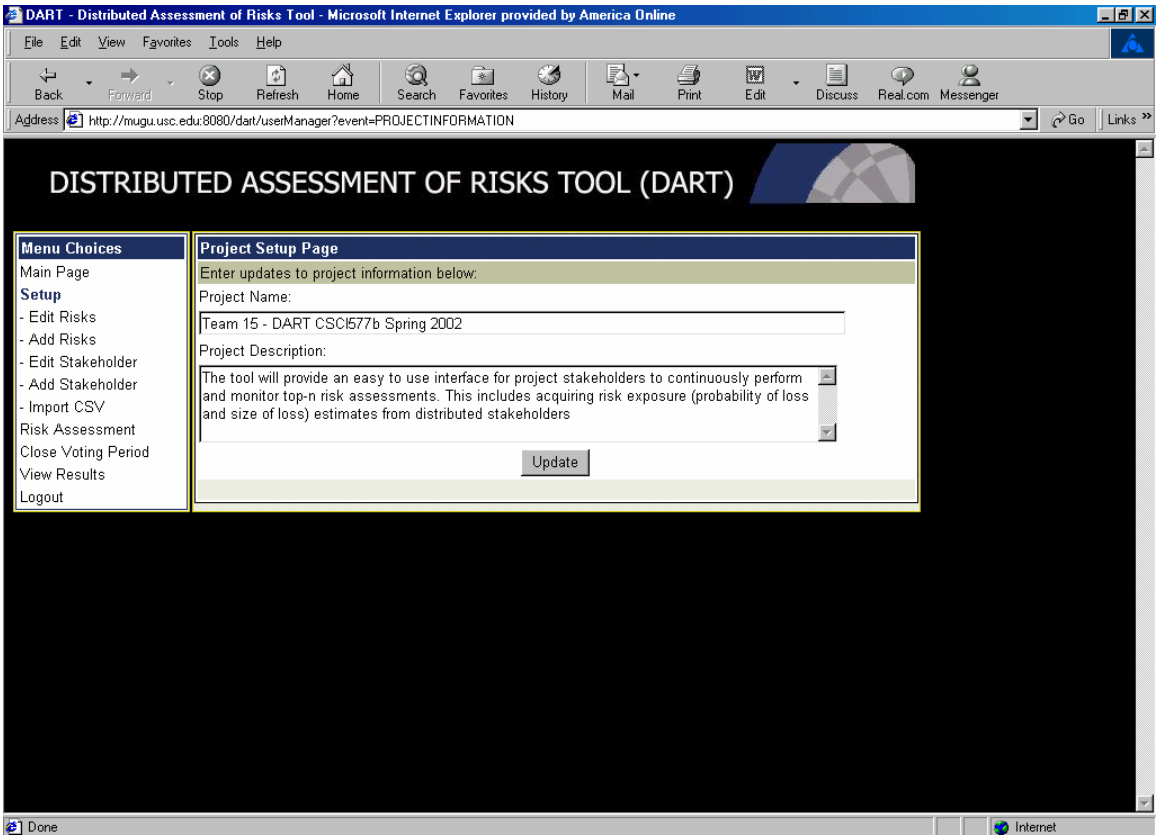
DART - Distributed Assessment of Risks Tool - Microsoft Internet Explorer provided by America Online
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Real.com Messenger
Address http://mugu.usc.edu:8080/dart/userManager?event=PROJECTINFORMATION
Go Links
DISTRIBUTED ASSESSMENT OF RISKS TOOL (DART)
Menu Choices
Main Page
Setup
- Edit Risks
- Add Risks
- Edit Stakeholder
- Add Stakeholder
- Import CSV
Risk Assessment
Close Voting Period
View Results
Logout
Project Setup Page
Enter updates to project information below:
Project Name:
Team 15 - DART CSCI577b Spring 2002
Project Description:
The tool will provide an easy to use interface for project stakeholders to continuously perform and monitor top-n risk assessments. This includes acquiring risk exposure (probability of loss and size of loss) estimates from distributed stakeholders
Update
Done
Internet

Figure 4 – Project Setup Page

NOTE

- The project name and description cannot be blank.

4.2 Edit Risks

A project manager can modify and delete risk items on the Edit Risks Page. A risk mitigation plan can also be entered after an assessment period if closed.

Procedure

To delete a risk, do the following:

1. Click on the "**Edit Risks**" link on the left-hand navigation bar.
2. Select the risk item you want to delete from the drop-down list as shown in Figure 5.
3. Click on the "**Delete Risk**" button.

To enter a mitigation plan, do the following:

1. Click on the "**Edit Risks**" link on the left-hand navigation bar.
2. Select a risk item from the drop-down list as shown in Figure 5.
3. Enter in a mitigation plan in the mitigation plan text field.
4. Click on the "**Update Plan**" button to save.

To edit a risk name and/or description, do the following:

1. Click on the "**Edit Risks**" link on the left-hand navigation bar.
2. Select a risk item from the drop-down list as shown in Figure 5.
3. Proceed to modify the risk name and/or project description text field(s) as shown in Figure 5.
4. Click on the "**Edit Risk"** button to save.

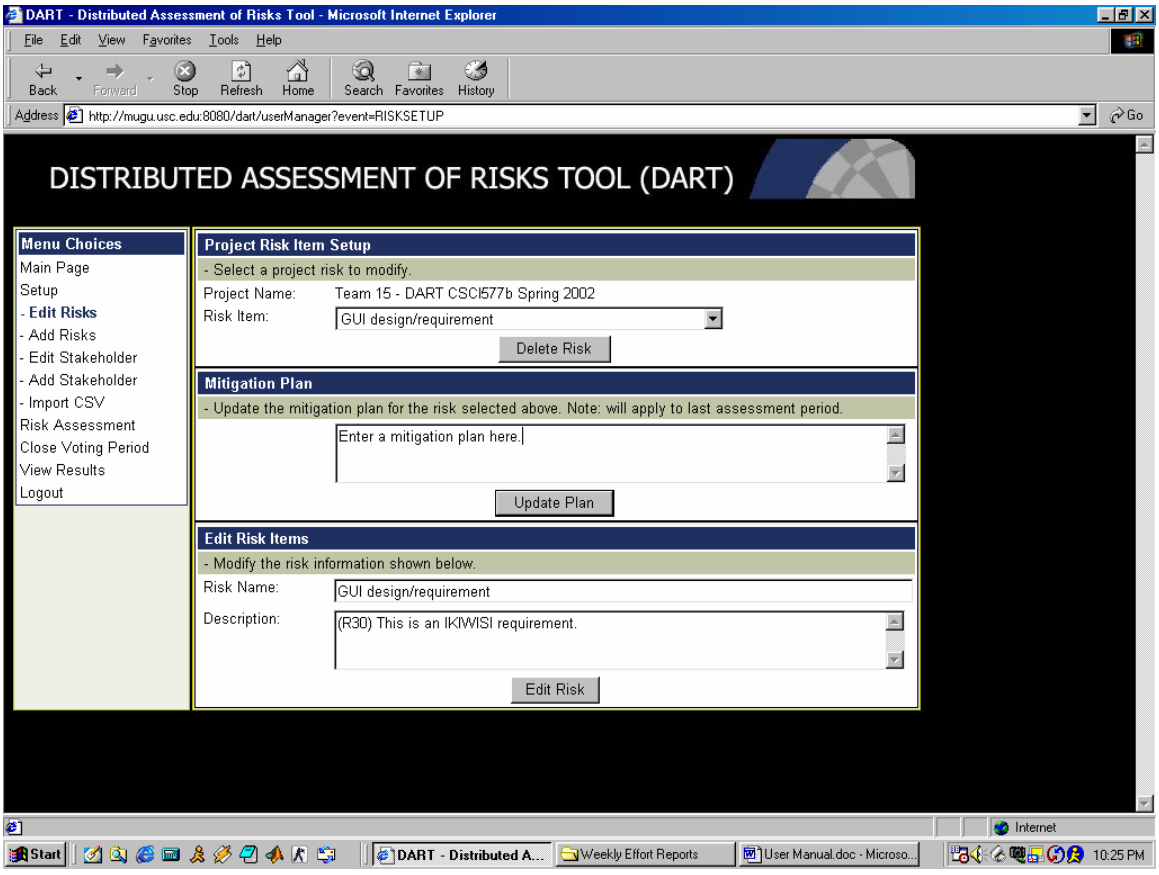
DART - Distributed Assessment of Risks Tool - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History
Address http://mugu.usc.edu:8080/dart/userManager?event=RISKSETUP
Go
DISTRIBUTED ASSESSMENT OF RISKS TOOL (DART)
Menu Choices
Main Page
Setup
- Edit Risks
- Add Risks
- Edit Stakeholder
- Add Stakeholder
- Import CSV
Risk Assessment
Close Voting Period
View Results
Logout
Project Risk Item Setup
- Select a project risk to modify.
Project Name: Team 15 - DART CSCI577b Spring 2002
Risk Item: GUI design/requirement
Delete Risk
Mitigation Plan
- Update the mitigation plan for the risk selected above. Note: will apply to last assessment period.
Enter a mitigation plan here.
Update Plan
Edit Risk Items
- Modify the risk information shown below.
Risk Name: GUI design/requirement
Description: (R30) This is an IKIWISI requirement.
Edit Risk
Internet
Start
DART - Distributed A...
Weekly Effort Reports
User Manual.doc - Microso...
10:25 PM

Figure 5 – Edit Risks Page

NOTE

- The risk name and description cannot be blank.

4.3 Add Risks

A project manager can add a new risk item. Each risk item has a risk name and a short description.

Procedure

To add a risk, do the following:

1. Click on the "**Add Risks**" link on the left-hand navigation bar.
2. Enter a risk name and description in the text fields as shown in Figure 6.
3. Click on the "**Add Risk**" button to save.

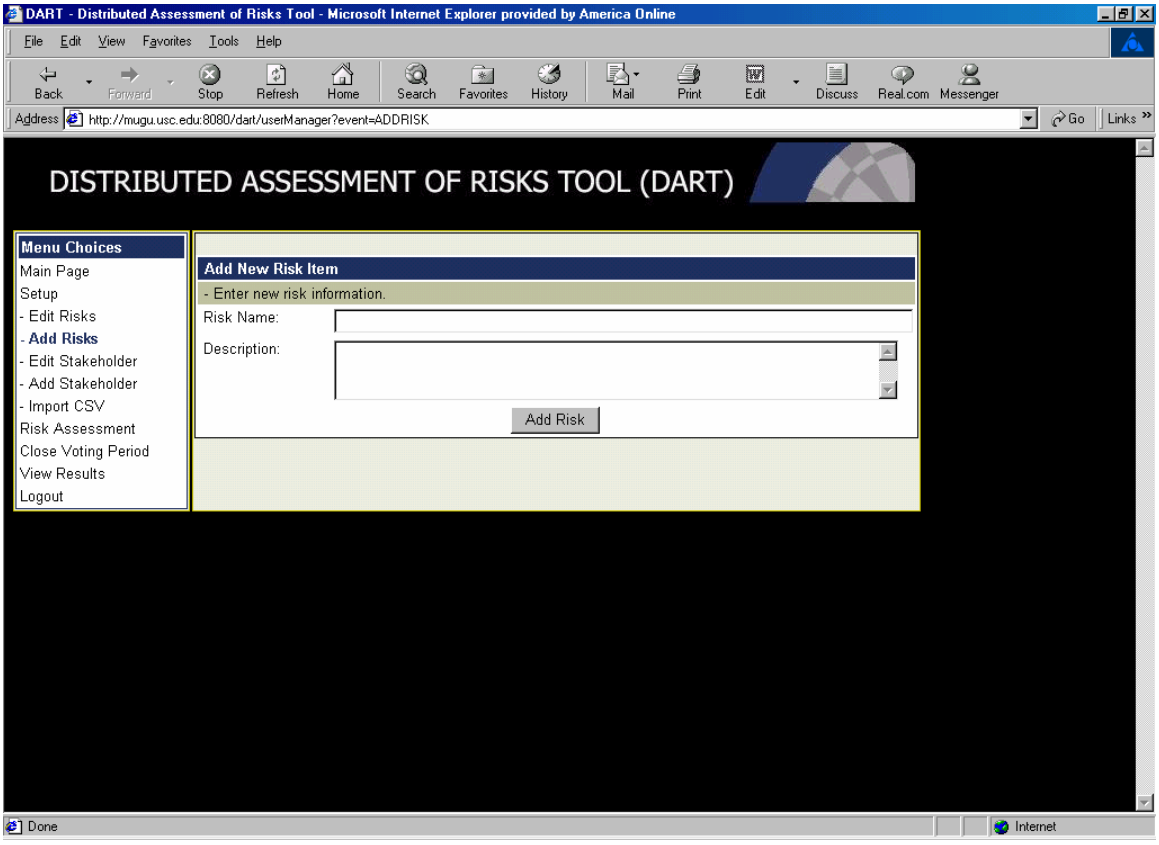

Figure 6 – Project Risk Item Setup

NOTE

- The risk name and description cannot be blank.

4.4 Edit Stakeholder

A project manager can modify and delete stakeholders associated with a project. DART recognizes only a fixed set of stakeholder roles found across most software development teams. These are – manager, employee, architect, configuration manager, client, requirements specialist, testing, programmer, and quality assurance specialist. Only stakeholders designated as "manager" will have access to DART's Setup features.

Procedure

To delete a stakeholder, do the following:

1. Click on the "**Edit Stakeholder**" link on the left-hand navigation bar.
2. Select a stakeholder from the drop-down list as shown in Figure 7.
3. Click on the "**Delete Stakeholder**" button.

To edit stakeholder information, do the following:

1. Click on the "**Edit Stakeholder**" link on the left-hand navigation bar.
2. Select a stakeholder from the drop-down list as shown in Figure 7.
3. Enter a new password or modify the stakeholder role.
4. Click on the "**Edit Stakeholder**" button to save.

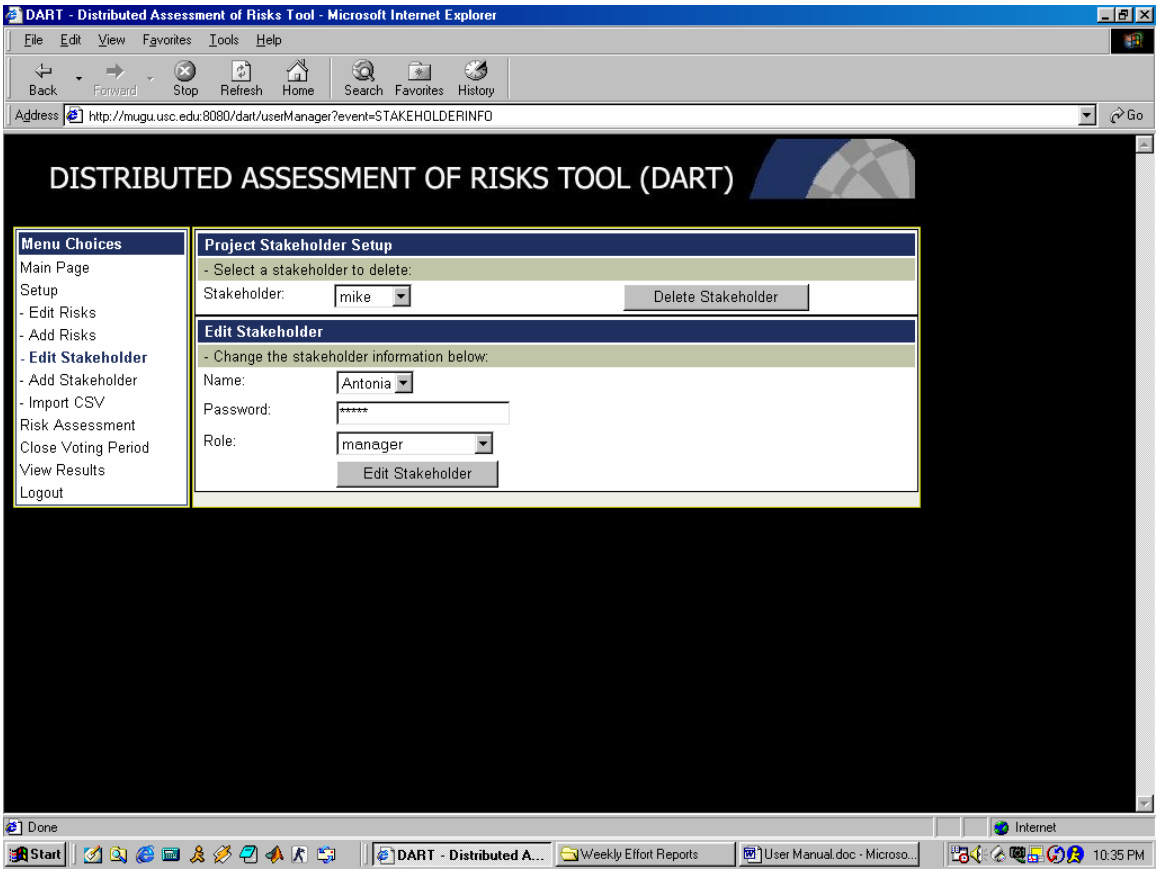

Figure 7 – Edit Stakeholder Page

NOTE

- The password cannot be blank.

4.5 Add Stakeholder

A project manager can modify and delete stakeholders associated with a project. DART recognizes only a fixed set of stakeholder roles found across most software development teams. These are – manager, employee, architect, configuration manager, client, requirements specialist, testing, programmer, and quality assurance specialist. Only stakeholders designated as "manager" will have access to DART's Setup features.

Procedure

To add a stakeholder, do the following:

1. Click on the "**Add Stakeholder**" link on the left-hand navigation bar.

2. Enter a stakeholder name and password in the text fields as shown in Figure 8.

3. Select a role from the drop-down list.

4. Click on the "**Add Stakeholder**" button to save.

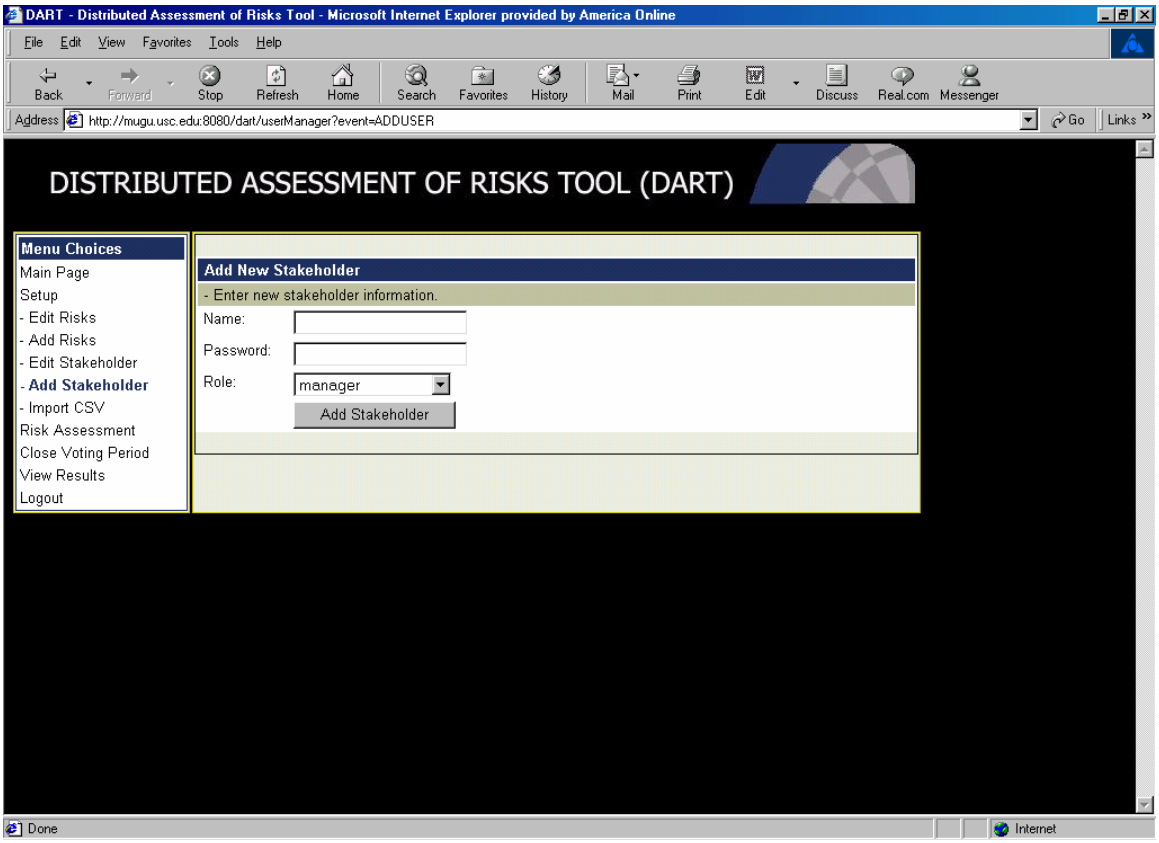

Figure 8 – Add Stakeholder Setup

NOTE

- The new stakeholder name and password cannot be blank.

4.6 Close Voting Period

A project manager can close the voting session by clicking the "Close Session" button.

Procedure

To close the voting period, do the following:

1. Click on the "**Close Voting Period**" link on the left-hand navigation bar.

2. Click on the "**Close Session**" button as shown in Figure 9.

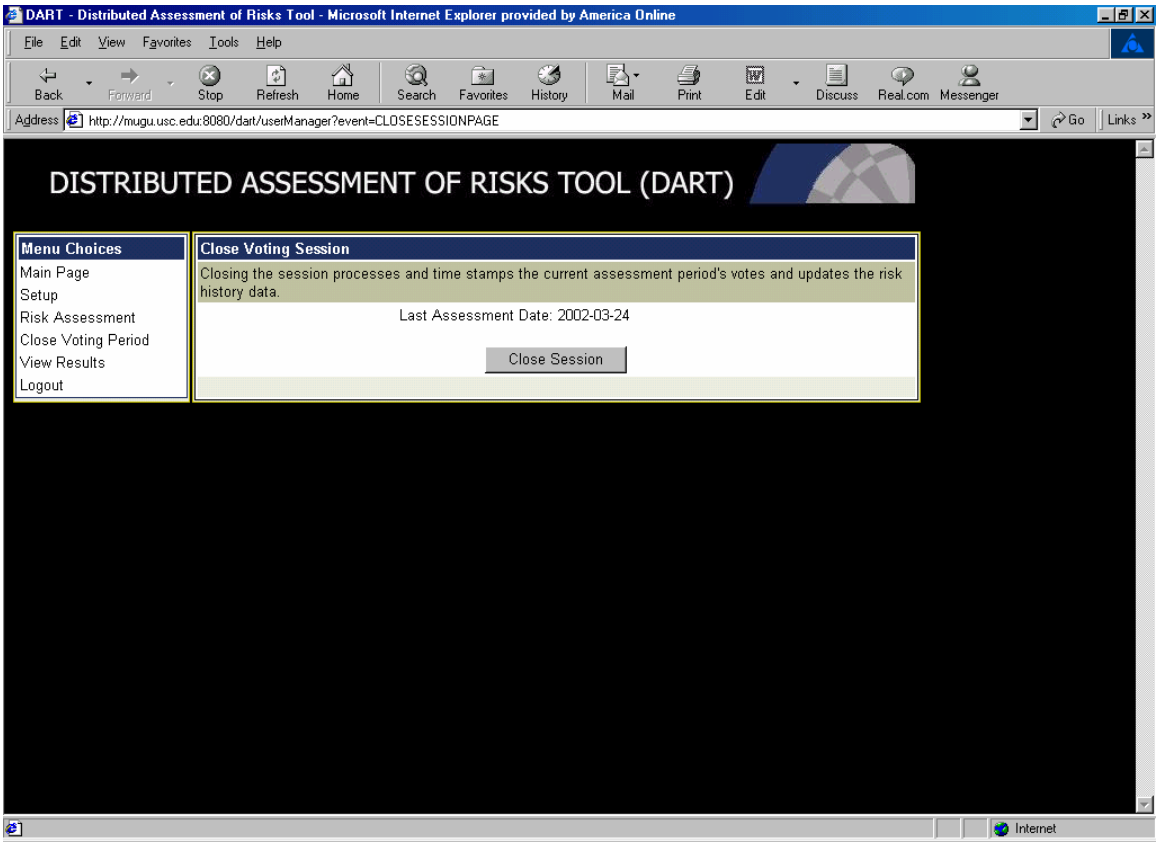
DART - Distributed Assessment of Risks Tool - Microsoft Internet Explorer provided by America Online
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Real.com Messenger
Address http://mugu.usc.edu:8080/dart/userManager?event=CLOSESESSIONPAGE
Go Links
DISTRIBUTED ASSESSMENT OF RISKS TOOL (DART)
Menu Choices
Main Page
Setup
Risk Assessment
Close Voting Period
View Results
Logout
Close Voting Session
Closing the session processes and time stamps the current assessment period's votes and updates the risk history data.
Last Assessment Date: 2002-03-24
Close Session
Internet

Figure 9 – Close Voting Period Page

NOTE

- A session may only be closed once a day. See Figure 10.

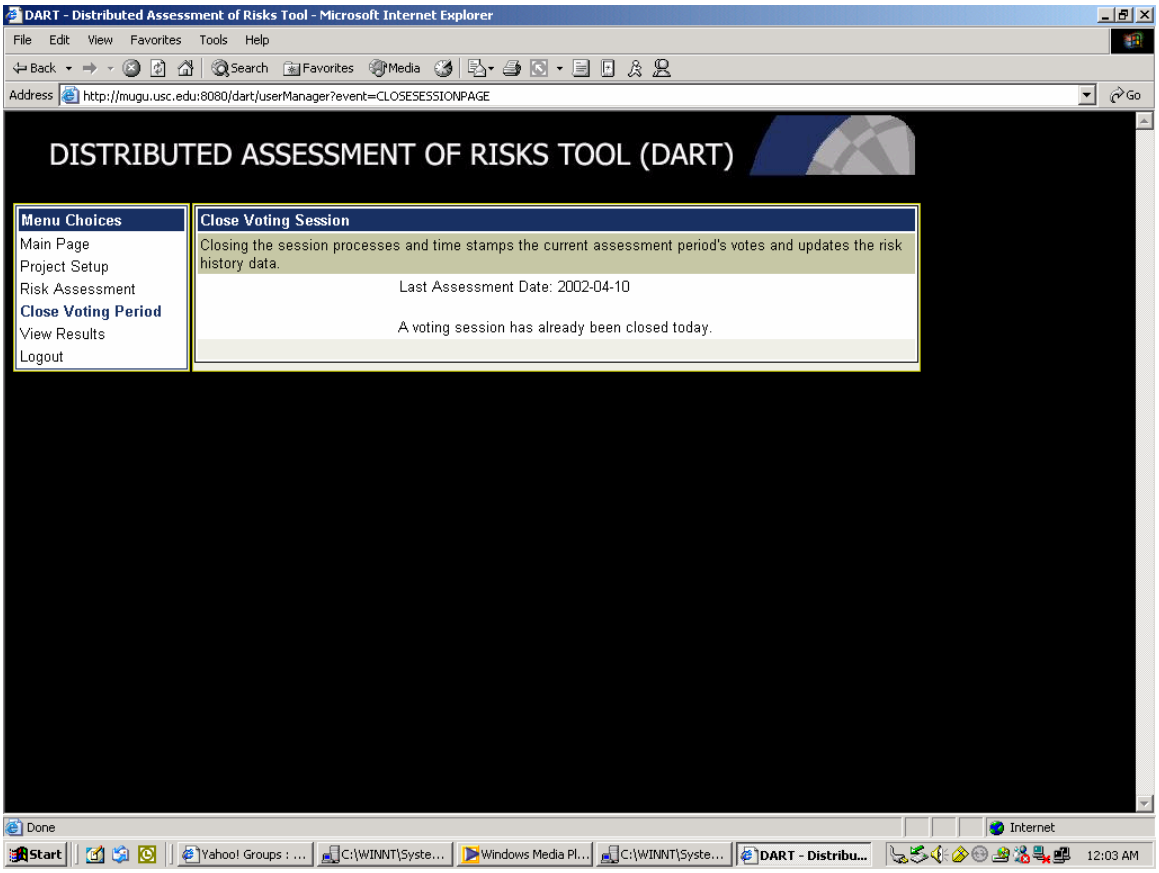

Figure 10 – Votes have been Closed Page

5 Risk Assessment

Risk Assessment within DART is performed by entering data into a Risk Assessment Ballot. The probability of undesirable outcome, size of loss of undesirable outcome, and a rationale can be entered for each risk listed on a ballot. The probability of undesirable outcome P(UO) and size of loss of undesirable outcome L(UO) are entered as values ranging from 1 to 10. A value of 1 is considered low, while a value of 10 is considered high. A rationale is a short description of why a stakeholder chose specific P(UO) or L(UO) values. If the user decides to abstain from voting, 0 would be entered for both P(UO) and L(UO). For each risk, you can see votes from project stakeholders by clicking a checkbox under the +/- column.

Procedure

To vote on risks, do the following:

1. Click on the "**Risk Assessment**" link on the left-hand navigation bar.
2. Enter a P(UO) and L(UO) value for each risk as shown in Figure 11.
3. Enter a rationale for each risk (optional).
4. Click on the "**Save Votes**" button to save.

To view other stakeholders' votes, do the following:

1. For any risk, click on the checkbox under the "**+/-**" column to display other stakeholders' votes as shown in Figure 12.
2. To hide other stakeholders' votes, click the same checkbox.

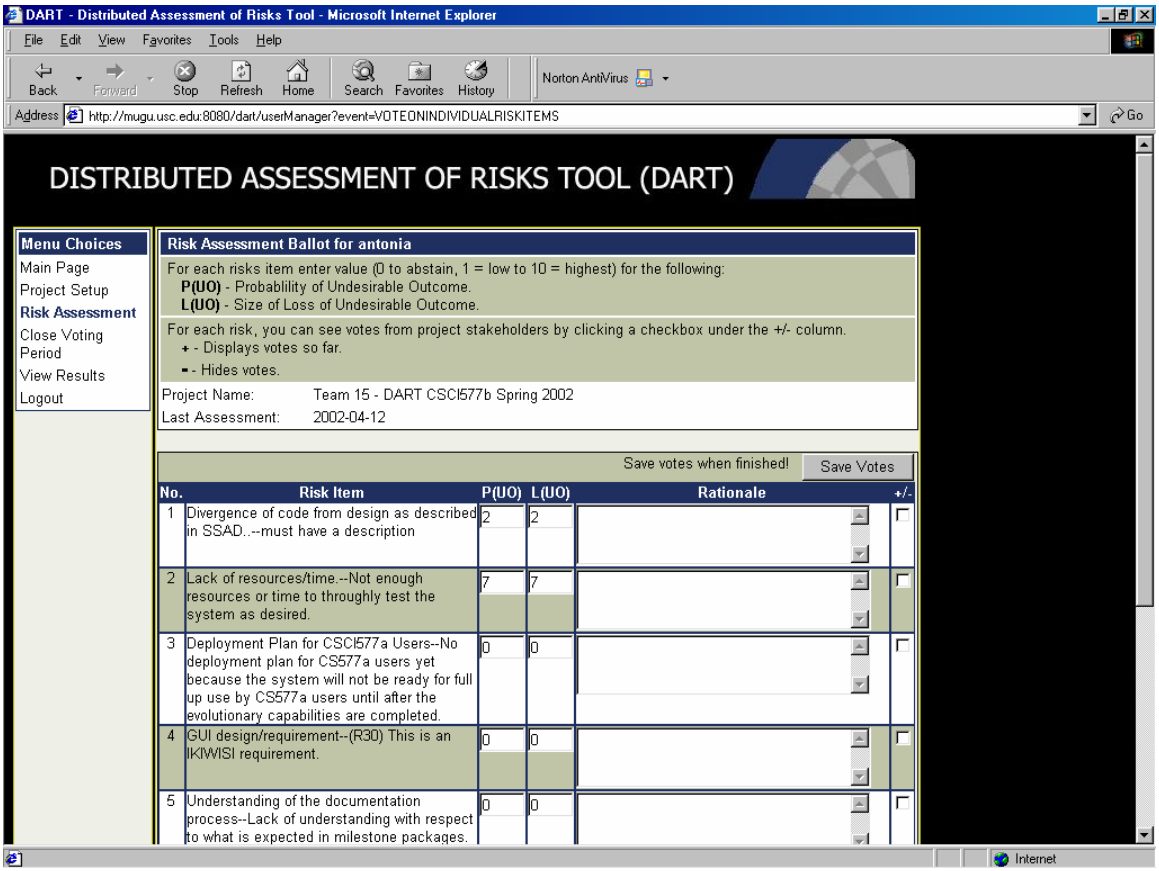
DART - Distributed Assessment of Risks Tool - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History
Norton AntiVirus
Address http://mugu.usc.edu:8080/dart/userManager?event=VOTEONINDIVIDUALRISKITEMS
Go
DISTRIBUTED ASSESSMENT OF RISKS TOOL (DART)
Menu Choices
Main Page
Project Setup
Risk Assessment
Close Voting Period
View Results
Logout
Risk Assessment Ballot for antonia
For each risks item enter value (0 to abstain, 1 = low to 10 = highest) for the following:
P(UO) - Probablility of Undesirable Outcome.
L(UO) - Size of Loss of Undesirable Outcome.
For each risk, you can see votes from project stakeholders by clicking a checkbox under the +/- column.
+ - Displays votes so far.
- - Hides votes.
Project Name: Team 15 - DART CSCI577b Spring 2002
Last Assessment: 2002-04-12
Save votes when finished!
Save Votes
No. Risk Item P(UO) L(UO) Rationale +/-
1 Divergence of code from design as described in SSAD..--must have a description 2 2
2 Lack of resources/time.--Not enough resources or time to throughly test the system as desired. 7 7
3 Deployment Plan for CSCI577a Users--No deployment plan for CS577a users yet because the system will not be ready for full up use by CS577a users until after the evolutionary capabilities are completed. 0 0
4 GUI design/requirement--(R30) This is an IKIWISI requirement. 0 0
5 Understanding of the documentation process--Lack of understanding with respect to what is expected in milestone packages. 0 0
Internet

Figure 11 – Sample Entry on Risk Assessment Ballot

NOTE

- If a P(UO) value is entered, a L(UO) value must also be entered and vice versa.
- P(UO) and L(UO) values cannot be blank.
- If you enter '0' to abstain, both P(UO) and L(UO) have to be '0'.

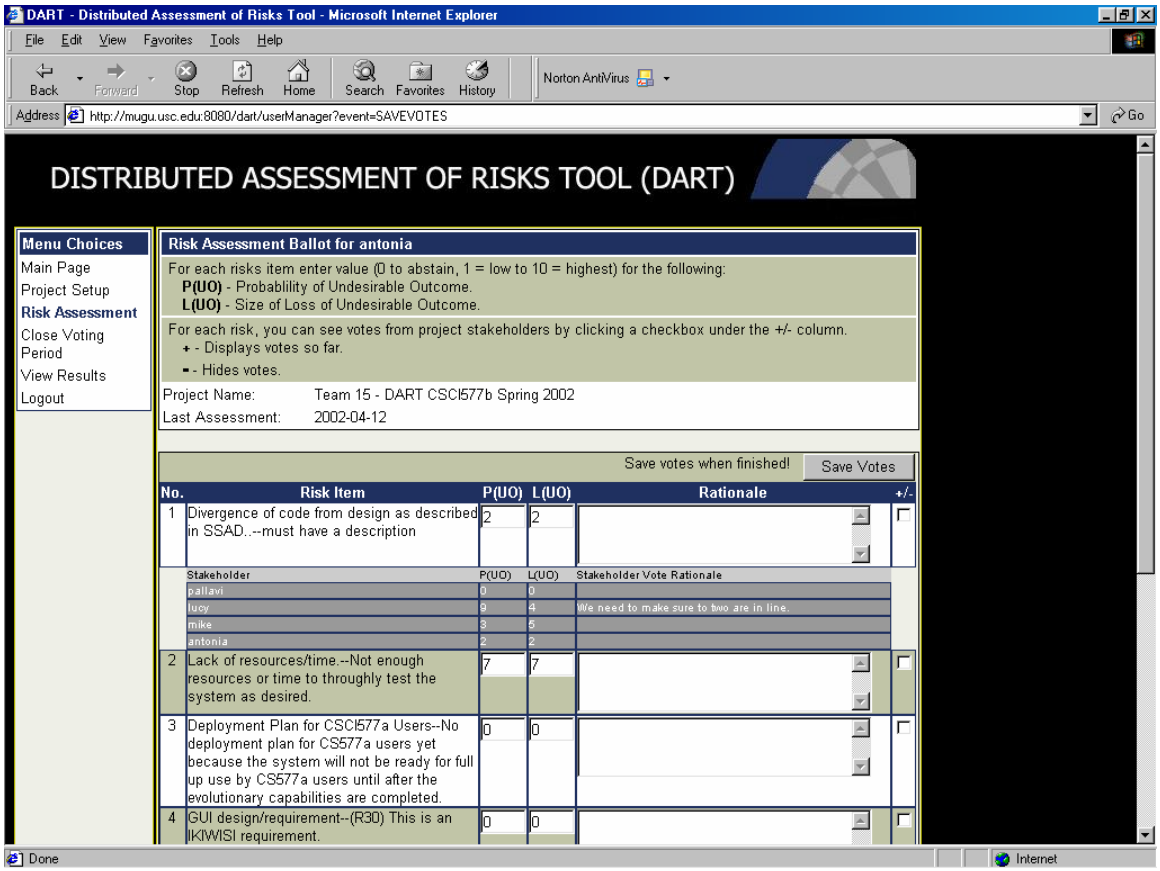
DART - Distributed Assessment of Risks Tool - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History
Address http://mugu.usc.edu:8080/dart/userManager?event=SAVEVOTES
DISTRIBUTED ASSESSMENT OF RISKS TOOL (DART)
Menu Choices
Main Page
Project Setup
Risk Assessment
Close Voting Period
View Results
Logout
Risk Assessment Ballot for antonia
For each risks item enter value (0 to abstain, 1 = low to 10 = highest) for the following:
P(UO) - Probablility of Undesirable Outcome.
L(UO) - Size of Loss of Undesirable Outcome.
For each risk, you can see votes from project stakeholders by clicking a checkbox under the +/- column.
+ - Displays votes so far.
- - Hides votes.
Project Name: Team 15 - DART CSCI577b Spring 2002
Last Assessment: 2002-04-12
Save votes when finished!
Save Votes
No. Risk Item P(UO) L(UO) Rationale +/-
1 Divergence of code from design as described in SSAD..--must have a description
Stakeholder P(UO) L(UO) Stakeholder Vote Rationale
pallavi 0 0
lucy 9 4 We need to make sure to two are in line.
mike 3 5
antonia 2 2
2 Lack of resources/time.--Not enough resources or time to throughly test the system as desired.
3 Deployment Plan for CSCI577a Users--No deployment plan for CS577a users yet because the system will not be ready for full up use by CS577a users until after the evolutionary capabilities are completed.
4 GUI design/requirement--(R30) This is an IKIWISI requirement.
Done
Internet

Figure 12 - View Other Stakeholders' votes

6 View Results

To view the risk assessment results, at least one voting session must be closed. Click on the "**View Results**" link on the left-hand navigation bar to display the risk list. The risk items will be displayed in descending order, sorted by the risk's RE value as shown in Figure 13.

- The **first column** is the risk's ranking number.
- The **second column** displays the risk item's description.
- The **third column** displays the risk item's RE value from the last assessment period.
- The **fourth column** displays the risk item's RE value from the second to last assessment period.
- The **fifth column** displays the average P(UO) value.
- The **sixth column** displays the average L(UO) value.
- The **seventh column** shows the number of times the risk has appeared on the top-10 list.
- The **eighth column** displays the current risk mitigation strategy.
- The **last column** shows when the risk mitigation strategy was last updated.

The user can also type in a value in the "List Top -" box. By doing so, DART will retrieve and display that number of risk items (if that many exist).

To view all risks in the risk list, the user will click on the "**here**" link. This link is located under the "**Go!**" button.

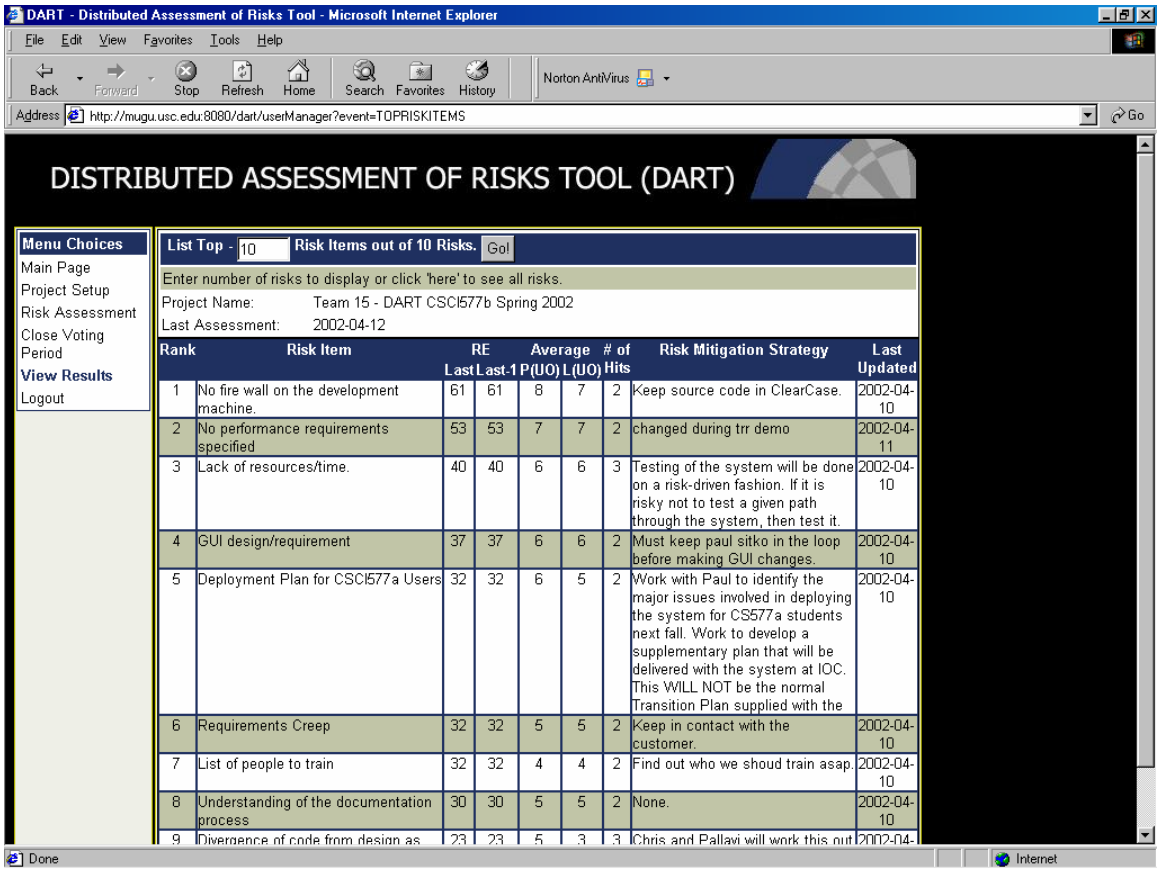
DART - Distributed Assessment of Risks Tool - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History
Norton AntiVirus
Address http://mugu.usc.edu:8080/dart/userManager?event=TOPRISKITEMS
Go
DISTRIBUTED ASSESSMENT OF RISKS TOOL (DART)
Menu Choices
Main Page
Project Setup
Risk Assessment
Close Voting Period
View Results
Logout
List Top - 10 Risk Items out of 10 Risks. Go!
Enter number of risks to display or click 'here' to see all risks.
Project Name: Team 15 - DART CSCI577b Spring 2002
Last Assessment: 2002-04-12
Rank | Risk Item | RE Last | RE Last-1 | Average P(UO) | Average L(UO) | # of Hits | Risk Mitigation Strategy | Last Updated
1 | No fire wall on the development machine. | 61 | 61 | 8 | 7 | 2 | Keep source code in ClearCase. | 2002-04-10
2 | No performance requirements specified | 53 | 53 | 7 | 7 | 2 | changed during trr demo | 2002-04-11
3 | Lack of resources/time. | 40 | 40 | 6 | 6 | 3 | Testing of the system will be done on a risk-driven fashion. If it is risky not to test a given path through the system, then test it. | 2002-04-10
4 | GUI design/requirement | 37 | 37 | 6 | 6 | 2 | Must keep paul sitko in the loop before making GUI changes. | 2002-04-10
5 | Deployment Plan for CSCI577a Users | 32 | 32 | 6 | 5 | 2 | Work with Paul to identify the major issues involved in deploying the system for CS577a students next fall. Work to develop a supplementary plan that will be delivered with the system at IOC. This WILL NOT be the normal Transition Plan supplied with the | 2002-04-10
6 | Requirements Creep | 32 | 32 | 5 | 5 | 2 | Keep in contact with the customer. | 2002-04-10
7 | List of people to train | 32 | 32 | 4 | 4 | 2 | Find out who we shoud train asap. | 2002-04-10
8 | Understanding of the documentation process | 30 | 30 | 5 | 5 | 2 | None. | 2002-04-10
9 | Divergence of code from design as | 23 | 23 | 5 | 3 | 3 | Chris and Pallavi will work this out | 2002-04-
Done
Internet

Figure 13 – View Results Page

7 Import CSV

Not Available. (Evolutionary requirement)

8 Export CSV

Not Available. (Evolutionary requirement)

9 Chart Risks

Not Available. (Evolutionary requirement)

10 Logout

To end the session, the user will click on the "**Logout**" link on the left-hand navigation bar. This action will bring you back to the main login screen.